



JOB DESCRIPTION

Post Title	Deputy Head
Salary range/grade	Leadership Spine ISR 21-25
Responsible to	Executive Head Teacher/ Associate Head Teacher
Performance management of	
Base	Martin High School

Job Purpose

- To secure high levels of engagement with staff, learners, parents/carers and the wider learning communities.
- To be an active member of the Leadership Team and provide professional leadership and management in order to secure high quality provisions, the effective use of resources and the improving of progress for all learners.
- Embody the values, vision and ethos of Martin High School.
- To ensure a high-quality education and successful outcomes for all learners.
- To support the monitoring, evaluation and continuous review of the quality and effectiveness of all aspects within the school and especially quality of teaching and learning.
- To support the collaborative work across the school, Trust and the local community.

Key responsibilities

- **The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions document (where appropriate)**
- **Teaching and Learning – *The provision of high quality teaching and learning across a range of programmes and the delivery of associated assessment, administration and support for learning.***
Teaching contact time to be confirmed (where appropriate)

Key Tasks and Activities:

- Leading key areas of whole school provision such as curriculum planning supporting the Trust and high-quality schemes of learning for each curriculum area with planned assessments opportunities.
- To hold staff to account in ensuring the curriculum is robustly planned, sequence and high-quality curriculum is being implemented consistently in every classroom.
- Secure the provision of high-quality teaching and learning across a range of programmes and the delivery of associated assessment, administration and support for learning.
- Monitor learners progress towards exceptional achievement
- To lead on performance reviews and management with the Executive Headteacher
- To lead and develop an enhanced continuous professional development programme

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- To support the monitoring, evaluation and continuous improvement of the quality and effectiveness of all aspects within the school.
- Teaching contact time will be 8-10 hours per week.

The strategic role and specific responsibilities of the Deputy Head will be agreed annually with the Executive Head & Associate Head.

Overview

- Embody the vision, values and ethos of Martin High School in delivering policy which will ensure high-quality education and successful outcomes for all.
- Proactively managing staff to ensure excellence is being strived for in all we do.
- Performance Data / examinations support and challenge for middle leaders including teaching/support staff.
- Line management of Assistant Head Teachers, faculty leaders and assigned staff.
- Support and secure the commitment of others to the vision, ethos, direction and policies of the school which secure effective provision and progress by learners and prepare them for the opportunities and responsibilities of adult life.
- Ensure that parents/carers are well informed about the curriculum, targets, learners' progress, attainment and achievement.
- Contribute, as appropriate with senior leaders, to training and the professional learning of staff (coaching and mentoring) with an emphasis on care, support, guidance, behaviour, attendance, inclusion and support all staff in achieving the priorities and targets of the school.
- Undertake senior staff school duties, which supports our continuous self-evaluation model.
- Co-lead and manage the creation, implementation and up keep of the School Development Plan, which identifies priorities and targets for ensuring that learners achieve high standards and make progress, increasing teachers' effectiveness and securing school improvement.
- Support the evaluation of the effectiveness of the school's policies, procedures and developments and analyse their impact on the school, in particular those which directly influence student progress and provision.
- Support staff in developing a stimulating and challenging environment which secures effective learning and provides high standards of support for learners and effective behaviour for learning.
- To plan, lead and implement a comprehensive self-evaluation model that will complement the continued professional development of our subject experts.
- To work with other leaders in developing and supporting the professional development of associate staff at the school.
- Take on specific tasks related to the day to day administration and organisation of the school as requested by the Head Teacher.
- Maintain and develop positive and supportive relationships with staff, parents/carers, community representatives, local governors and the Trust.

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**Leadership Team Expectations:**

- Be a member of the Leadership Team to contribute to the leadership, management, operation and development of the school in order to promote outstanding progress and provisions for learners.
- To take a full and active part in the operational and strategic leadership and management of the school.
- Contribute to system leadership through purposeful collaboration with Trust schools/colleges and other organisations.
- Oversee the appropriate involvement with external agencies to complement student provision.
- Use the provision of leadership and management time in order to be effective in the execution of the role of Deputy Head.

Communication

- To meet and work with the Head weekly
- To attend, lead and contribute to team meetings as appropriate
- To chair the middle leaders meeting
- To lead line management meetings with colleagues that you line manage regularly
- To attend Local Governing Body and Trust meetings as appropriate
- To attend external meetings as appropriate and /or directed
- It is also important to provide effective channels of communication, support, guidance and challenge for all staff and maintain clear expectations and high standards of professionalism and collaboration.

Other:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and learners to follow this example
- To continue with one's own personal and professional learning in relevant areas and in education relating to the efficient and effective execution of responsibilities
- To engage actively in the Performance Review and Management process and the Performance Management of nominated staff
- All staff are expected to be courteous to learners, colleagues and provide a welcoming environment to visitors and telephone callers
- Lead and contribute to student recruitment, marketing and promoting positive public relations
- To undertake any reasonable task at the request of the Head.

Leadership of the quality of education**Curriculum and administration**

- To ensure that curriculum planning, development and delivery meets the needs of all pupils within the school
- To write and oversee the school timetable (including individual student timetables)

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- To manage the timetable, staff allocations and subject options including constructing subject choices
- To manage parents' meetings and take responsibility for all academic reporting and assessments academic dates for reports and assessments, internal examination periods and parents' meetings
- To handle parental questions and complaints of an academic nature
- Ensure that the school is regulatory compliant in all academic matters, with self-evaluation and Ofsted Inspection and with all academic school policies
- Complete academic results and census returns to the DfE
- Maintain oversight of organisation of internal and external examinations and recording, publication and analysis of examination results
- Have oversight of compliance and efficiency in the operation of public examinations
- Identify and develop the areas of academic development and developing the over-arching improvement school plan
- Oversee programmes of lesson observation, learning walks, work scrutinies and other quality control mechanisms for teaching and learning.

Quality of Teaching

- To ensure that the quality of teaching is consistently excellent
- Foster a positive culture of professional reflection and the sharing of excellent practice
- To have oversight of academic line management and the continual improvement of academic departments

Pupil Performance

- To develop effective systems for monitoring and evaluating the progress of all learners, together with appropriate strategies to support student progress
- To oversee the reporting of student progress.
- Analyse public examination performance in relation to: individual learners; academic departments; the School as a whole and nationally, reporting to Governors and senior staff on strategies for improvement.

Strengthening Community

- Developing an inclusive and supportive approach so that the school is a place where all learners and the wider school community feel welcome.
- Supporting the Head in fostering a strong sense of community and a distinctively Martin High School ethos among both staff and learners.
- Ensuring effective and appropriate pastoral support is available to learners and staff, including for their well-being.
- Promoting consistent implementation of behaviour policy and system of rewards and sanctions, characterised by orderly behaviour, caring and respectful relationships.

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- Leading by example and acting as a positive role model to staff and learners.
- Create and maintain an effective partnership with parents and carers to support and improve learners' achievement and personal development.
- Treating everyone within the school and the wider community fairly and equitably; engaging in issues of staff and student welfare and support and demonstrate a commitment to Equality of Opportunity for all members of MHS staff.

Health and Safety

- Work in compliance with the school's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school.
- Ensure compliance with procedures is observed at all times under the provision of safe systems of work through a safe and healthy environment and including such information, training, instruction and supervision as necessary to accomplish those goals.

Data Protection

- Ensure compliance with the Data Protection Act (2018) and General Data Protection Regulations and the Freedom of Information Act (2000).

Key Performance Indicators

Strategic Direction, Leadership and Management (including leading and managing staff) of the School

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Expectations and Values:

Martin High School is committed to continuous learning and all staff are expected to engage in continuing professional learning and development. In common with all who work in the school, the post holder will also be expected to:

1. Act as an ambassador for the school by supporting our values and expectations of learning.
2. Be a significant presence and role model for pupils and staff and to meet fully the School dress code.
3. Follow and where appropriate enact all relevant school policies, procedures and guidelines.
4. Contribute to school development through team planning and review meetings.
5. To participate in the school's performance management scheme.

The above responsibilities are subject to the general duties and responsibilities contained in the Written Statement of Particulars.

Participation in extra-curricular activities is voluntary but all staff members are encouraged to participate, lead and promote activities to build good relationships with young people and broaden their informal learning opportunities.

All staff are expected to be familiar with and adhere to all school policies and, in particular, meet key requirements in relation to health and safety and teaching and learning

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006. Therefore a **DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement.**

Martin High School seeks to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

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Signature: _____ (Employee) Date: _____

Signature: _____ (Employer) Date: _____

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Lionheart Academies Trust CEO: Kath Kelly, MSc

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